DIRECTIVES REQUIREMENTS LIST

Effective Date: <u>7/21/03</u>   Org. Code: <u>407</u>

Approved By: _____   Org. Name: <u>ESTO</u>

Document Number	Title	Location
GPG 1060.2	Management Review and Reporting for Programs and Projects	GDMS
GPG1410.1	Directives Management	GDMS
GPG 1410.2	Configuration Management	GDMS
GPG 1420.2	Management Review and Reporting for Programs and Projects	GDMS
GPG 1440.7	Control of Quality Records	GDMS
GPG 1710.1	Corrective and Preventive Action	GDMS
GPG 3410.2	Employee Training and Qualification	GDMS
GPG 5000.1	Procurement	GDMS
GPG 5340.2	Control of Nonconformances	GDMS
GPG 5340.3	Preparation and Handling of Alerts, Safe Alerts and Advisories	GDMS
GPG 7120.1	Program Management	GDMS
GPG 8730.3	The GSFC Quality Manual	GDMS
GPG 9980.1	Internal Audit System	GDMS
400-PG-1410.1.1	Directives management for Flight Programs and Projects	GDMS
400-PG-1410.2.1	Configuration Control	GDMS
400-PG-8730.3.1	Quality Management System Implementation for FPPD	GDMS

INSTRUCTIONS
Directives Requirements List GPG 1410.2

Directives Management This form is used to list all Quality Management System (QMS) GPDs, GPGs, PGs, and WIs applicable to a given program or project. By identifying these directives on this list, the program/project manager is effectively directing his organization to implement the relevant portions of these directives. Conversely, if a directive is not identified on this list, the program/project manager is effectively telling his organization that the directive does not pertain to his/her organization.

This form, when completed and signed, is a Controlled Document. Changes are processed as described in 400-PG-1410.1.1. Unless an organization chooses more complex processing, the processing of this list and changes may be limited to the following: submission of a completed list for approval, verification of accuracy by the Implementation Manager and/or Program/Project Manager, signoff , and distribution to the organization.

Approval authority is the program or project manager, or his/her delegatee.

INSTRUCTIONS:

This form is a Word table. It is filled out by going to each block, filling in the information, and tabbing to the next block. Below are detailed instructions for each block.

1. Effective Date: Leave this blank until the form is signed. After signature, indicate the Effective Date. The Effective Date is the date the list is signed.
2. Approved By: The approving authority signs this block on the Master Copy. On electronic copies, indicate the name of the approving authority after it has been approved.
3. Org. Code: Enter your organization code.
4. Org. Name: Enter the name of your organization.
5. In the Document Number column, list all QMS GPDs, GPGs, PGs, and WIs applicable to your program or project. List GPDs first, then GPGs, then PGs, then WIs, each group in numerical order.
6. In the Title column, enter the title of each directive next to its number.
7. In the Location column, enter where to find the document. This is normally a web address, web site, the GDMS, or similar on-line location.

If more than one sheet is necessary, make sure the additional pages have the appropriate header information.